


Department of the Army
First Region (ROTC)
United States Army Cadet Command
Fort Bragg NC 28310-5000

FRMOI 25-1
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Information Management
STANDARD DISTRIBUTION CODES

FOR THE COMMANDER:



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PROPONENT: The proponent of this publication is Administrative Services Branch, Personnel and Administration Division, Headquarters, First Region (ROTC), US Army Cadet Command. Comments should be sent directly to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-PAA, Fort Bragg, North Carolina 28310-5000.

SUPERSESSSION: This FRMOI supersedes FRMOI 25-1, 19 Oct 01.

APPENDIX A: First Region (ROTC) Distribution Codes (page 3)
B: Cadet Command/TRADOC Distribution Codes (page 4)

DISTRIBUTION: A; D; J; S
Distribution codes used are explained in FRMOI 25-1.

This document is available on the First Region (ROTC) Web site at:
www.rotc1.bragg.army.mil

1. Purpose. This MOI provides standard distribution codes for use within First Region (ROTC), US Army Cadet Command.
2. Applicability. This FRMOI is applicable to all organizational elements of this region.
3. Objective. To provide standardized codes to be used for the distribution of official material.
4. Responsibilities.
 - a. Originators of correspondence will use the standard distribution codes to the maximum extent possible in order to expedite the distribution of official material.

b. First Region (ROTC) Information Management Division will include the Standard Distribution Codes in the address directories of First Region (ROTC) e-mail programs.

5. Procedures.

a. Appropriate distribution codes will be entered in address lines to indicate addressee of material.

b. Each distribution code letter indicates specific organizational elements:

A = Headquarters Staff Offices
D = Brigade Commanders
J = Junior Programs
S = Senior Programs

c. Distribution code letters may be combined to indicate total distribution desired:

A; D; S = Headquarters Staff
 Brigade Commanders
 Senior Programs

S/2: = Senior Programs, Second Brigade

J/6: = Junior Programs, Sixth Brigade

6. The preferred method of distributing material within this region is in electronic format by posting material to the First Region (ROTC) Web site or by the use of electronic mail (e-mail). Distribution codes have been entered in the e-mail system address listings.

7. Appendix B provides the distribution codes used by U.S. Army Cadet Command and U.S. Army TRADOC.

FIRST REGION (ROTC) DISTRIBUTION CODES

<u>ORGANIZATION</u>	<u>A</u>	<u>D</u>	<u>J</u>	<u>S</u>
ACofS USAR/ARNG	1	-	-	-
Brigade Commanders	-	5	-	-
Command Group	1	-	-	-
Information Management Division	1	-	-	-
Inspector General	1	-	-	-
JROTC Division	1	-	-	-
Junior Programs	-	-	551	-
Chief, Nurse	1	-	-	-
Marketing Operations Public Affairs Division	1	-	-	-
Personnel and Administration Division	1	-	-	-
Administrative Services Branch	1	-	-	-
Resource Management Division	1	-	-	-
Senior Programs	-	-	-	105
Training Division	1	-	-	-
Logistics Branch	1	-	-	-
TOTAL	12	5	551	105

A = Headquarters Staff

D = Brigade Commanders

J = Junior Programs

S = Senior Programs

CADET COMMAND/TRADOC DISTRIBUTION CODES

CADET COMMAND DISTRIBUTION CODES

Distribution A = Region Commanders

Distribution B = Headquarters, Cadet Command Staff

Distribution C = Brigade Commanders

Distribution D = Battalion Commanders

Distribution E = Headquarters, Cadet Command Employees

Distribution F = JROTC Programs

Distribution G = Command Sergeant Majors

TRADOC DISTRIBUTION CODES

R-1 = Region Headquarters

R-2 = Senior Programs

R-3 = Junior Programs